

Manteno Public Library

Board Meeting

September 17, 2024

President G. Dodge called the meeting to order at 6:00 p.m.

Present: G. Dodge, J. Lockwood, C. Baldwin, N. Wheeler, D. Jones, S. Turner.

Absent: N. Shear, B. Collier

Approval of the Minutes: S. Turner moved and D. Jones seconded to approve the August 2024 minutes for the Library Board Meeting. N. Wheeler moved and S. Turner seconded to approve the August 2024 Public Hearing minutes.

Approval of the Financial Report: S. Turner moved and N. Wheeler seconded to approve the August 2024 financial report as presented.

Introductions of visitors and public comments: None

Agenda Changes: None

Auditor's Report: Laurie from Mack & Associates gave a brief rundown to the board over the Annual Financial Report done for Manteno Public Library District.

G. Dodge moved and N. Wheeler seconded to approve the Auditor's Report as submitted.

Director's Report:

A new circulation clerk was hired and her first day was 9/17/2024.

Staff will take part in training for bloodborne pathogens and sexual harassment.

Rails sent a booklet showcasing the impact of libraries throughout Illinois.

Technology:

Brian from Truetech was out to install the camera in the children's department. After discovering that the switch box was at full capacity, he recommended we purchase a new switch box. This maintenance will be completed on March 6th during the staff development day.

Meetings and Workshops:

RAILS Membership Update 9/4/2024

State Library Database Training 9/5/2024

Weblinx (Website Designer) 9/6/2024

Accessibility Webinar 9/16/2024

PUG Day 2024 (Virtual) 9/26/24 & 9/27/24

Finance:

E-commerce: (August- N/A)

Building:

The Vital Lawn care and Landscape contract for snow removal goes through April 2025.

Library Projects/Activities:

IPLAR submitted 8/27/24

Illinet Survey Submitted 8/27/2024

B & A filed with clerk's office 8/28/24

Levy

Friends of the Library:

The Friends fundraiser at Culver's was a success.

Upcoming fundraisers:

Fish Fry

Bunco

Book Sale in March

Their next meeting is on October 1st.

Monthly Statistical Report for August: Circulation (9454), New Cards (36), Computer Usage (232), People Counter (3045), Web Usage (1661), HotSpot Usage (10), OverDrive Checkouts Audio (347), OverDrive checkouts e-books (322), Boundless Audio (15), Boundless e-books (53), Capira App Request Item (417), Capira App Search Catalog (1264), Hoopla Borrows (183).

Youth Services Department Update:

Jen's first visit with U Are U Preschool will be on September 24th. Fall programs are ready to begin!

Storytime, Story Explorers, Baby Time, TAG, Reading Buddies, Lego Club, STEAM Club, Art Smarts, Creation Station are all included in the regular fall programming.

Adult Programs: Tuesday Book Club, Not Your Mother's Book Club, Golden Gamers, Book Bingo, Pen to Paper Writer's Club, Senior Social Hour, Adult Craft Night, Puzzle Swap, Crafter-Day Saturdays.

Unfinished Business:

D. Jones moved and S. Turner seconded to approve the updated fees for Hawtree & Associates as presented.

D. Jones moved and S. Turner seconded to approve the Personnel Handbook as presented with HR Source Recommendations to be published on October 1, 2024.

New Business:

N. Wheeler moved and S. Turner seconded to approve closing the library on November 5, 2024 for Election Day.

S. Turner moved and C. Baldwin seconded to approve the TBS annual maintenance agreement as presented.

G. Dodge moved and S. Turner seconded to approve the Holohan Heating & Air Maintenance agreement as presented.

S. Turner moved and N. Wheeler seconded to approve the FastSigns Quote to update the outdoor signage as presented.

S. Turner moved and G. Dodge seconded to approve the request for the library to open late on December 16, 2024.

N. Wheeler moved and D. Jones seconded to approve the updates made to the Library Conduct Policy as presented.

D. Jones moved and N. Wheeler seconded to approve the By-laws Policy Update as presented.

Anticipated Items:

Correspondence:

None at this time.

President G. Dodge adjourned the meeting at 7:05 pm.

Respectfully Submitted,

Secretary

Cara Baldwin